Astra – Room Scheduling

How to View Room Information Availability

You can access Astra at http://roomrequest.nku.edu using any web browser.

Use the Calendars tab to check room availability.

The Calendars tab uses a **Scheduling Grid**. Each room on campus is shown, with 25 listed by default. Here, you can search for a room or space, then view its availability. If you manually search, it is recommended that you show 200 results by clicking the menu at the bottom of the screen.

You can also search for specific rooms using the Advanced Search Options icon, which is on the left side of the screen. There, you can build a filter to show specific buildings and/or rooms. Use the plus icon to the right of “Building” and/or “Room” to build your filter. Check the building(s) and/or room(s) you would like to include. Once your selections are complete, click the Search button at the top.

In the example below, the Student Union is selected under “Building”, and SU 105 and SU 106 are selected under “Room”.

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Office of Information Technology

Last Updated: 10/11/2016
Viewing Room Details

You can change the calendar to a weekly view by clicking “Week” at the top of the page. The calendar will then appear more like Microsoft Outlook’s calendar.

Click on the date at the top of the screen to show a date picker. This will allow you to show a room’s availability on the date of your meeting.

You can also hover over the notecard icon to the left of a room to view more details, such as an image of the room, its capacity, and any additional instructions regarding requesting the room.